Budget Operating Plans (BOPs)

Direct Carryover - It was agreed that BOPS for Direct Carryover should be entered and completed by December 31.

BOP Approval and Routing – An email was sent out on September 28th requesting Line Offices to review BOP routing and Alternates. All changes have been made in the system based on the worksheets that have been received.

BOP Approvers - During the last fiscal year, the Budget team received many Help Desk requests from users who experienced problems that would not have occurred if requesters and approvers had fully reviewed the BOP transaction before approving the BOP. Therefore, we have established two checklists for users to refer to when either requesting or approving a BOP. If users will take the time to follow the appropriate checklist, it may eliminate many of these problems before they happen.

Approver's Checklist for Budget Operating Plans (BOPs)

1. Prior to Approving a BOP, Check for Closed Budget Months – This check is only for BOPS that have been "Requester Approved". Therefore, only those employees who have the Approval Routing role will need to run this report. Prior to approving BOPs on the WF002, run the new Quick Report QR0069 – Check for Closed Budget Months report. This report will check for BOPS that are on the Document Requiring Approval screen (WF002) for detail lines with budget months that have been closed in the system.

Enter in your approver's employee number

The report checks each detail line for any budget month that is earlier than the current open month. Each transaction displayed will indicate the object class and the budget month that needs to be changed.

The Open G/L Period for this report is May, which is Budget Month 8. Therefore any month less than 8 will be displayed on the report.

```
REPORT RUN DATE: 23-MAY-2006 02:19:52                    UNITED STATES DEPARTMENT OF COMMERCE
        REPORT ID: QR0069                           NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
        INSTANCE: SITST2                                    BE-CHECK FOR CLOSED BUDGET MONTHS


EMPLOYEE NO ( 1234 )-  OPEN G/L PERIOD: 31-MAY-2006

BOP TRANSACTION NO.|BUDGET MONTH|OBJECT CLASS
-------------------|------------|------------
            42277|          7|      21-00
            42277|          7|      26-00
            42277|          7|      31-00
            42278|          7|      25-00
-------------------|------------|------------
This report ran approximately 0 minutes
```

In order to run the QR0069 report, you need to know your Employee Number. To obtain your Employee Number, select and run the Quick Report QR0023A – Employee Number Lookup Report Using First Name /Last Name. You must enter your full first and last names.

The QR0023A report will display your EMP. ID. The EMP ID is your Employee Number. Use this number on the QR0069 parameter screen:

```
REPORT RUN DATE: 01-SEP-2006 11:26:43                    UNITED STATES DEPARTMENT OF COMMERCE
        REPORT ID: QR0023A                          NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
        INSTANCE: CPSFX                             EMPLOYEE NUMBER LOOKUP REPORT USING FIRST_NAME/LAST NAME

* Choose From The Following Employee ID, Then Run QR0023B To Get This Employee Detail Information

EMP ID     FIRST NAME     M     LAST NAME          OFFICE
------     ----------     -     -----------------  ------

                                                   HQS
  1234     KATHLEEN       M     DOWNS              HQS

REPORT ENDED
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2. Ensure that the Requester has completed the Requester's Checklist.

See page 3 of this Advisory for the Requester's Checklist.

3. Is the Standard Interoffice Transfer of Funds Process being followed to:

    A. utilize efficient method of transferring and tracking funds?
    B. ensure a clear understanding of the work to be performed and the funding to
       be provided?

Requester's Checklist for Budget Operating Plans (BOPs)

1. Check Notes field to ensure information has been entered.

Information entered in the Notes field will print out on certain reports and will also display on the allotment screen from a Transfer BOP. Informative Notes can be very helpful for future reconciliation of budget plans and identifying and tracking transfers between organizations. The following are a few examples of the types of information user's should be checking.

      A. Does the Note sufficiently describe the transaction?

      B. If it is a BOP Transfer,

            1. Does the organization in the Note match the organization entered in the Corresponding field?

            2. If a BOP is planned at the zero project code, does the information entered in the Note field specify the project to be used by the Corresponding Org?

2. Does the Corresponding Org code display the correct FMC or Organization?

During the year, several BOP transfers were approved to an FMC that had been previously abolished. Once the BOP has been Document approved, the funds are immediately available in the allotment pool of the Corresponding Org. When a BOP has been transferred to the wrong organization, the following diagram shows what path the funds need to follow to move the funds to the correct FMC:
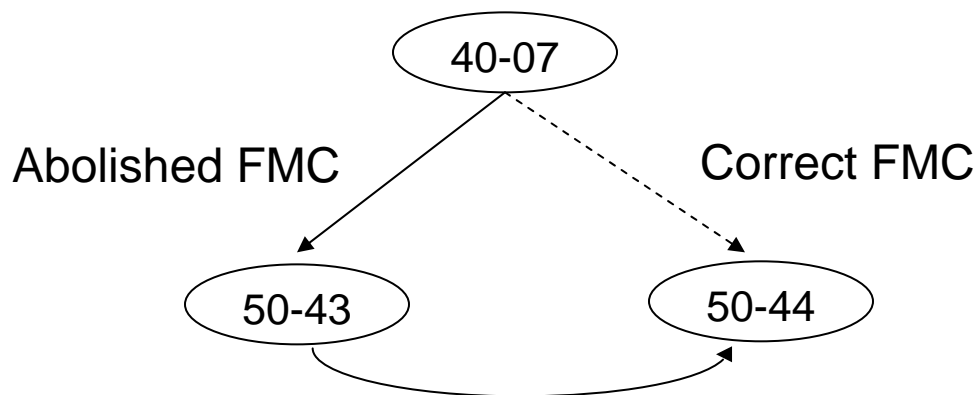
In the above scenario, FMC 40-07 created a Transfer BOP to transfer funds to 50-43, instead of 50-44. Once the transfer has been document approved in LO 40, the transfer cannot be undone by FMC 40-07. Someone in LO 50 should create a BOP using Org 50-43 to plan the funds transferred to the wrong organization. Once the initial BOP is approved, LO 50 should create a Change BOP to transfer the funds from FMC 50-43 to 50-44.

3. Check to ensure when transferring to another organization that the correct change code is used.

The TRNSFR code is used on most Fund Codes to transfer funds to another organization outside of your FMC.

If ADJUST is selected in the Change Code and the Corresponding Organization is populated and the BOP is a negative amount, the funds will not get transferred. They will go back into your allotment as unplanned funds.

4. Check if the appropriate Surcharge Codes have been selected on an initial BOP?

It is a good practice to select Surcharge Codes on the initial BOP, even if there is no labor planned.   Depending on the Fund Code that is being planned, some Surcharge Codes will not be used.

5. Check for Org Codes where the Program is allotted to an LO and FMC. Check to verify that the Organization used in the ACCS on the Budget Control tab matches the Allotment Pool FMC at the bottom of the Budget Detail tab.

This situation occurs when Line Offices have chosen to have a portion of their allotment distributed to the Line Office level. In the following example, funds have been allotted to 30-00 and 30-12. A BOP has been planned for Org 30-12 and Program 02-21-19-001

The user must be aware of the allotment pool being selected for the object class. Notice that Org 30-00 has been populated in the pool, instead of 30-12. **This BOP should not be approved.**

Since there are 2 allotment pools, the system may not select the correct one.

6. Check to ensure Labor Object Classes have FTEs planned, if appropriate.

Query on O.C. 11 1x and Qty = 0 to view labor object classes where no FTEs have been planned. If the BOP is not approved, add the appropriate values in the Qty field.

*Effective Date	*BM	*D	Percent	Amount	*Unit	*Qty	S Code	S Rate	*Object Class				Pool
01-APR-2006	07	A	5.242	4,089.00	FTE	.00			11	12	00	00	>
01-APR-2006	07	A	5.242	4,089.00	FTE	.00			11	12	00	00	>
01-APR-2006	07	A	5.242	4,089.00	FTE	.00			11	12	00	00	>
01-APR-2006	07	A	0.841	656.00	FTE	.00			11	12	00	00	>
01-APR-2006	07	A	0.841	656.00	FTE	.00			11	12	00	00	>
01-APR-2006	07	A	0.841	656.00	FTE	.00			11	12	00	00	>
01-APR-2006	07	A	1.101	859.00	FTE	.00			11	60	00	00	>
01-APR-2006	07	A	1.101	859.00	FTE	.00			11	60	00	00	>
	Totals:		99.999	78,000.00		.00							

Tabs: Budget Control | Budget Detail | Summary By Details | Summary By Objects

Apply Surcharge | Delete Surcharge